



# **FY 2015 Supplemental Comprehensive Housing Counseling Grant Application Training**

April 15, 2015



**FY 2015 Supplemental Comprehensive  
Housing Counseling**

**Grant Application Training**

**Please call: 800-260-0718**

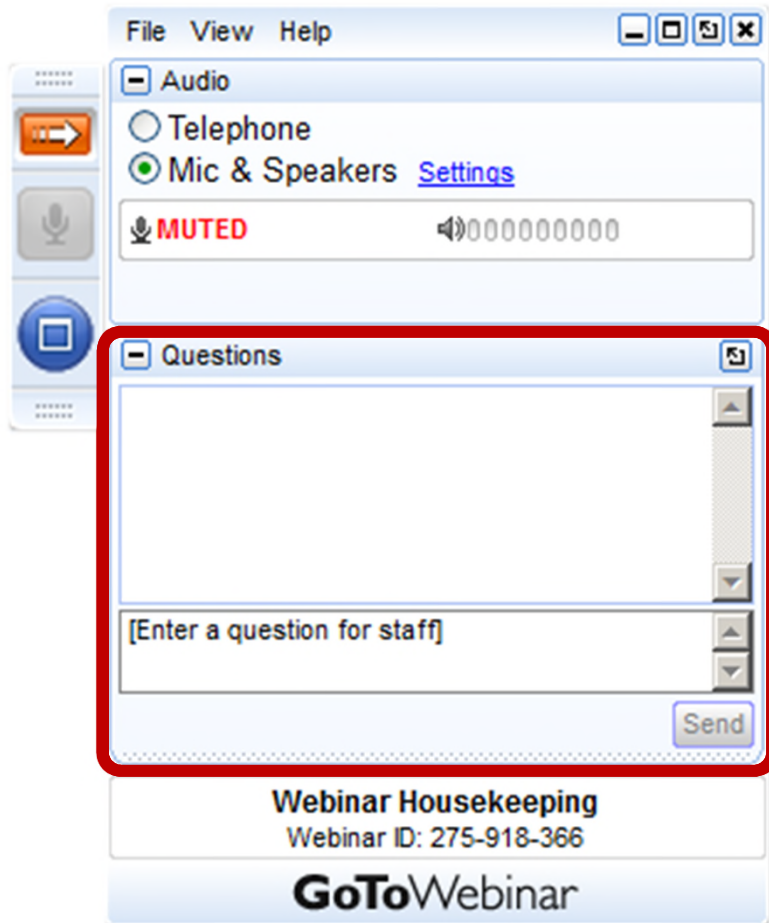
**Participant Access Code: 357635**

**to join the conference call portion of the webinar**

# Webinar Logistics

- Audio is being recorded. It will be available along with the PowerPoint at [www.hud.gov/housingcounseling](http://www.hud.gov/housingcounseling)
- Attendee lines will muted during presentation
- Submit your questions during the presentation

# GoToWebinar: Ask Questions



## Your Participation

Please submit your text questions and comments using the Questions Panel.

You can also send questions and comments to

[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov)

**Note:** Today's presentation is being recorded and will be provided within 48 hours. The replay information will be sent out via ListServ.

# Brief Survey

- Please complete the brief survey at the end of this session
- Your responses will help OHC better plan and present our webinars

# Opening Remarks

Brian Siebenlist, Director  
Office of Policy and  
Grant Administration  
Office of Housing Counseling

# Presenters

Stephanie Williams

Rachael Johnson

Colleen Weiser

Jamie Spakow

Connie Barton

John Olmstead

Office of Housing Counseling

# Stephanie Williams

## Presenter

# Agenda

- Completing the application process
- Funding methodologies
- The Rating Factors
- Submission requirements and other technical issues
- Questions regarding specific program requirements go to:

[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov)

# Preparing to Submit Application

- Properly registered through [www.grants.gov](http://www.grants.gov)
  - ✓ Registration checklist at <http://www.grants.gov/web/grants/applicants/organization-registration.html> provides helpful instructions
- System for Award Management (SAM)
  - ✓ Ensure registration has not expired
  - ✓ New agencies must register
  - ✓ Go to: [www.sam.gov](http://www.sam.gov) for more information

# FY 2015 Supplemental NOFA Eligibility

- ✓ **Eligible Applicants:** All housing counseling agencies directly approved by HUD and SHFA's that were not awarded FY 2014 funds from the 2014 – 2015 NOFA (directly or as a subgrantee)

# FY 2015 Supplemental NOFA Eligibility

## Continued

- **Ineligibility General Rule of Thumb:** If you received FY 2014 Funding (either a grant or subgrant) you are not an eligible applicant for the Supplemental NOFA
  - ✓ **ONLY Exception:** If agency received FY 2014 funds through an intermediary or MSO and has subsequently received HUD approval as a newly approved Intermediary or MSO on or after March 4, 2014 and before April 2, 2015
  - ✓ FY 2014 grantees received Expression of Interest letters for FY 2015 funding

# Encouraging Networks of Counseling Agencies

- Increased support to State Housing Finance Agencies and Intermediaries which manage sub-grantees and branches
- Encourage Local Housing Counseling Agencies to form partnerships with parent agencies
- Amount of grants to State Housing Finance Agencies and Intermediaries will depend in part on number of sub-grantees and branches the applicant proposes to fund

# NOFA Format

- Simplified Responses
  - ✓ Reduced time to prepare and score applications
  - ✓ Reduced emphasis on narrative responses
  - ✓ Increased emphasis on quantitative responses
- Series of charts in EXCEL for several NOFA rating factors
- Applicants DO NOT request a specific award amount

# SF424

Place \$1.00 in 18. Estimated Funding, A. Federal

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="1.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1.00"/>

# Award Information

- Housing Counseling Program funding has been provided by Congress in the amount of \$47,000,000
  - ✓ \$40.5 M for Comprehensive Housing Counseling Grants, including those funded under this NOFA
  - ✓ \$2 M for Training Grants
  - ✓ \$4.5 M for Administration
- HUD reserves the right to establish maximum grant amounts awarded to any individual agency
- Initial period of performance is up to eighteen months assumed to be October 1, 2014 to March 31, 2016

# Procedural Change

- HUD awarded both FY 2014 and FY 2015 funds on the basis of the single competition FY 2014-2015 Comprehensive Housing Counseling Grant Program NOFA
- This FY 2015 Supplemental NOFA is available to HUD approved housing counseling agencies and SHFAs that were not awarded FY 2014 comprehensive housing counseling funds under the FY 2014-2015 NOFA

# Offsetting Expected Counseling Certification Costs

- Dodd-Frank Act requires HUD to test and certify housing counselors
- Final rule and its implementation date pending
- Should timing overlap with availability of funds under FY 2015 NOFA, training, testing and certification expenses are eligible expenses

# Funding Methodology

- Implemented in the FY 2014-2015 NOFA, continued in 2015 NOFA for consistency between the two competitions used for FY 2015 funds
- Successful applicants awarded a base grant amount determined by size and nature of counseling network
- Slight decrease in weighting of network size
- Increased emphasis on FTEs and network management activities with other relevant criteria

# Base Awards

- Base award for each Local Housing Counseling Agency that applies directly
- Award for LCHAs applying independently will not be calculated using the number of LHCA's branches

# Base Awards Continued

- Total Base Award for Intermediaries, State Housing Finance Agencies and Multi State Organizations
  - ✓ For each sub-grantee or branch
  - ✓ Grantees will determine the actual funding amounts to be distributed to sub-grantee or branches

# Additional Funding

- **Competitive Funding Amount**
  - ✓ Percentage of highest scorers may receive incentive funding
- **Number of counselors FTEs**
  - ✓ Based on FTEs that provide direct housing counseling services as of September 30, 2014
- **Participation in unfunded or under-funded HUD-sponsored research or pilot programs**
  - ✓ Housing counseling-related activity
- **Funding to provide support to a network**
  - ✓ For Intermediaries, State Housing Finance Agencies or Multi State Organizations
- **Funding for reverse mortgage counseling**
  - ✓ Based on number of HUD HECM Roster Counselors to be funded

# “Double Dipping”

- Applicants are prohibited from accessing grant funds from multiple sources
  - ✓ Cannot be a direct grantee and sub-grantee
  - ✓ Cannot receive FY 2015 funds through both the 2014/2015 NOFA and this 2015 Supplemental NOFA
- There are no exceptions to these funding limits on applicants

# Review and Selection Process

# Threshold & Eligibility Requirements

- Threshold requirements are outlined in the FY 2014 General Section
- Eligibility Requirements are outlined in Section III A. of the NOFA
  - ✓ All housing counseling agencies directly approved by HUD and SHFAs who were NOT awarded FY 2014 funds from the 2014-2015 NOFA are eligible
  - ✓ Agencies that were awarded FY 2014 funds from the 2014-2015 NOFA (directly or as a subgrantee) are NOT eligible
    - Unless the agency received 2014 funds as a subgrantee and has subsequently received HUD approval as a newly approved Intermediary or MSO between March 4, 2014 and April 2, 2015
  - ✓ An agency that has not been approved but meets the qualifications for approval may affiliate with a State Housing Finance Agency or Intermediary

# Eligible Activities

- Agencies will only be reimbursed for the following activities described in the NOFA:
  - ✓ Individual Housing Counseling
  - ✓ Group Education/classes
  - ✓ Fair Housing education or counseling
  - ✓ Lead-Based Paint education or counseling
  - ✓ Marketing and Outreach Initiatives

# More Eligible Activities

- ✓ Training
- ✓ Quality assurance
- ✓ Computer equipment and computer systems
- ✓ Administrative costs
- ✓ Network management costs
- ✓ Capacity building
- ✓ Scam awareness, identification and reporting
- ✓ Indirect Costs, if applicable

Activities eligible for reimbursement must also be consistent with agency's Housing Counseling Work Plan

# Other Program/Grant Agreement Requirements

- ✓ See the “Application Checklist” in Section IV.B of the NOFA for required forms, certifications and assurances:
- ✓ Independent Financial Audit: No earlier than fiscal year 2012; compliant with OMB Omni-Circular requirements (2 CFR Part 200.501)
- ✓ Client Management System: Must utilize client management system acceptable to HUD and interfaces with HUD housing counseling system
- ✓ Documentation of Expenses: Grantees and sub-grantees must maintain source documentation of costs

# Other Program/Grant

## Agreement Requirements (continued)

- ✓ Succession Plans: Grantees will have to execute a succession plan to ensure continuity of operations
- ✓ Documentation of Personnel Expenses: Distribution of wages and salaries must be supported by records that reasonably reflect the total activity compensated
- ✓ Home Inspections Materials: Grantees must provide home inspection materials to pre-purchase/homebuyer education clients
- ✓ Affirmatively Further Fair Housing: HUD has a statutory duty to affirmatively further fair housing – HUD requires the same of its funding recipients

# Application Process

**DO NOT PDF CHARTS!**

# Charts and Narratives

- NOFA uses charts in EXCEL to summarize
- Grant application download at [www.grants.gov](http://www.grants.gov) two folders:
  - ✓ Download Application Instructions
  - ✓ Download Application Package
- Charts are included in the zip folder labeled “Download Application Instructions” in an Excel document titled “HUD 9906 Supp HC Charts.xlsx”
- DO NOT PDF Charts!

# Charts and Narratives Continued

- Summary Table on Pages 17- 18 in the NOFA:
  - ✓ Gives the points for each Rating Factor
  - ✓ Identifies charts and columns needing to be filled-out and when a narrative is required.
- DO NOT send Charts as a PDF!

**THIS IS AN IMPORTANT TOOL!**

# Charts and Narratives Continued

Look for the entire  
Summary Table  
on Pages 17 - 18

BONUS POINTS		POINTS	CHART	SEPARATE NARRATIVE
Preferred Sustainable Communities Status		2	Chart A1 or A2 and, if applicable Chart A2a, Columns B-E	N/A
RATING FACTOR		POINTS	CHART	SEPARATE NARRATIVE
Rating Factor 1. Capacity of the Applicant		33		
Sub-factor 1	Capacity	20	Chart A1 or A2 and, if applicable Chart A2a, Columns B-D, F-Q	N/A
Sub-factor 2	Performance Reviews/Compliance	7	N/A	N/A
Sub-factor 3	Measuring Client Satisfaction	6	Chart A1 or A2 and, if applicable Chart A2a, Columns B-D, F-I, R-S	N/A
Rating Factor 2. Need/ Departmental Policy Priorities		14		
Sub-factor 1	Needs	10	Chart A1 or A2 and, if applicable Chart A2a, Columns B-D, F-I, T-V Chart F, Columns A-C	Sub-factor 1d (See page 21 of NOFA)

# List of Charts

(Chart will be reviewed with each Rating Factor)

- **Chart A1/A2:** Applicant Characteristics, Rating Factors 1, 2, 3, and 5
- **Chart A.2a:** Sub-Grantee's Branches
- **Chart B:** Services and Modules, Rating Factor 3, Sub-factor 2(A)
- **Chart C:** Other HUD Programs, Rating Factor 3, Sub-factor 3(B)
- **Chart D:** Leveraging, Rating Factor 4
- **Chart E1/E2:** Budget, Rating Factor 3, Sub-factor 1(B)
- **Chart F:** Affirmatively Furthering Fair Housing, Rating 3
- **Chart G1/G2:** Oversight activities, Rating Factor 3, Sub-factors 1(c) and 2(b)

# General Instructions for Charts

- Ensure Applicant's Name is on each Chart, either in the columns or as a header as required
- Put an "X" for YES in the correct column
- Some columns will ask for a brief narrative to be added to a specific column

# Rating Factor 1

Rachael Johnson

Presenter

# Chart A – Rating Factors 1, 2, 3 and 5

CHART A1 -- LHCA CHARACTERISTICS  
RATING FACTORS 1, 2, 3 AND 5

Rating Factor 1																			Rating Factor 2			Rating Factor 3		Rating Factor 5											
B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH			
Name of Applicant	Location City/State	Agency's HUD Housing Counseling System (HCS) Number	Preferred Sustainable Communities - HUD 2995 Certified						Number of Housing Counselor Full-Time Equivalents (FTE)	Number of HUD HECM Roster Counselors (if applicable)	Formal Housing Counseling Training	Require Testing/Certification for Counselors	Alternate Mode(s) of Counseling	Adopted National Industry Standards	Counseling Services available in Multiple Languages	Alternate Formats Accessible to Persons with Disabilities	Client Exit Surveys	Follow-up Client Surveys	Serves Rural Community	Serving Area with No Internet Access	Physically Located in Geographically Isolated Agency		Name(s) of Housing Counseling Related Networks/Collaboratives, if any	Uses Reviews by Senior Management Staff with Results Reported to	Publishes Performance Data	Link to Published Performance Data, if Available Online	Name of CMS	Uses CMS to Generate Reports	Use CMS to Record Notes, Action Plan, Financial Analysis and Follow-up	Uses CMS to Track Grants	Performs Quality Control Review of CMS Data	Pulled Credit Reports 6 or More Months after Counseling was Completed	Uses Other Methods of Evaluating Program Services		

# Bonus Points Chart A

## Preferred Sustainable Communities

An "X"  
means  
"Yes"

Rating Factor 1			
B	C	D	E
Name of Applicant	Location City/State	Agency's HUD Housing Counseling System (HCS) Number	Preferred Sustainable Communities - HUD 2995 Certified

# Bonus Points

## Preferred Sustainable Communities

- 2 points maximum
- See Section V of General Section
- Chart A1 or A2-Column E
- No narrative
- Get certificate from POC for designated community or HUD Regional Administrator using form HUD 2995
  - ✓ For applicant and each sub-grantee indicated with an “X” in column
  - ✓ Applicants must obtain copies of the HUD 2995

# Rating Factor 1: Capacity of Applicant

- 33 points maximum
- To evaluate the readiness and ability of the Applicant and sub-grantees to immediately begin and to successfully implement the proposed work plan described in Rating Factor 3
- To evaluate how adjustments to the work plan were managed

# Chart A – Applicant Characteristics

## Rating Factor 1-1 Capacity

J	K	L	M	N	O	P	Q
Number of Housing Counselor Full-Time Equivalents (FTE)	Number of HUD HECM Roster Counselors (if applicable)	Formal Housing Counseling Training	Require Testing/Certification for Counselors	Alternate Mode(s) of Counseling	Adopted National Industry Standards	Counseling Services available in Multiple Languages	Alternate Formats Accessible to Persons with Disabilities

# Rating Factor 1: Sub-factor 1: Capacity

- 20 points maximum
- Capacity to implement proposed activities in a timely and effective manner
- Higher score to applicants with greater capacity
- Complete Chart A1 or A2 - Column J through Q
- Applicants with sub-grantees must complete each column for each sub-grantee

# Rating Factor 1: Sub-factor 1: Capacity (continued)

Place an “X” in the column if the applicant, sub-grantees or branches has a requirement for:

- **Column J:** Number of Housing Counselors Full-time equivalents
- **Column K:** Number of HUD HECM roster counselors
- **Column L:** Formal Housing Counseling Training (50% or more of counselors received housing counseling related training) within the past 2 years (not counting on-the-job training)

# Rating Factor 1: Sub-factor 1: Capacity (continued)

- **Column M:** Require testing/Certification of Counselors
- **Column N:** Offer alternate modes of counseling
- **Column O:** Adopted national industry standards prior to NOFA publication date
- **Column P:** Service are available in multiple languages
- **Column Q:** Alternate formats accessible to persons with disabilities

# Rating Factor 1: Sub-factor 2

## Performance Reviews/Compliance

- 7 points maximum
- HUD will use its own records to score this factor
- There is no chart to complete
- No narrative required

## Rating Factor 1: Sub-factor 3

## Measuring Client Satisfaction Chart A1/A2, R & S

**NOTE:** If the Applicant's main office provides direct housing counseling activities, the main office must be included in the list of sub-grant. Complete the blank Chart on Page 2. **NOTE: Entering an "x" indicates a "Yes" response.**

Complete the blank chart on Page 2. **NOTE:** Entering an "X" indicates a "Yes" response.

Rating Factor 1																			R	S
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
	Name of Applicant, Funded Branches and Sub-grantees Applicant proposes to Fund With this NOFA	Location City/State	Agency's HUD Housing Counseling System (HCS) Number	Preferred Sustainable Communities - HUD 2995 Certified	Funded Branch of an Intermediary	Sub-grantee that is NOT HUD-Approved LHCA	Sub-grantee that is HUD-approved LHCA	Number of Sub-grantee Branches. Provide Sub-grantee Branches on Chart A.2a	Number of Housing Counselor Full-Time Equivalents (FTE)	Number of HUD HECM Roster Counselors	Formal Housing Counseling Training	Require Testing/Certification for Counselors	Alternate Mode(s) of Counseling	Adopted National Industry Standards	Counseling Services available in Multiple Languages	Alternate Formats Accessible to Persons with Disabilities	Client Exit Surveys	Follow-up Client Surveys		
Applicant	ABC Intermediary <i>NOTE: If Applicant is providing counseling directly, enter information below with the appropriate boxes marked.</i>	Alexandria, VA	12345	x																
Funded Branches and/or Sub-grantees	ABC Intermediary	Alexandria, VA	12346	x	x				2		x		x	x	x	x	x			
	Housing Resources	Alamosa, CO	56789				x		3	1	x	x			x	x	x	x		
	Housing Affiliate	Erie, PA	98765	x		x		2	8		x		x	x	x	x	x			
TOTAL				3	1	1	1	2	13	1	3	1	2	2	3	3	3	1		

# Rating Factor 1: Sub-factor 3

## Measuring Client Satisfaction

- 6 points maximum
- Applicants that measure customer satisfaction will be awarded a higher score
- For the period of October 1, 2013 through September 30, 2014 (FY 2014)
- Complete Chart A1 or A2: Columns R and S

# Rating Factor 1: Sub-factor 3

## Measuring Client Satisfaction (Continued)

Indicate the Yes answers with an “X” in the appropriate row/column.

- **Column R:** Issued client exit surveys at the end of the counseling or education sessions
- **Column S:** Issued follow-up client surveys after the counseling was completed

# Rating Factor 2

## Colleen Weiser

### Presenter

# Rating Factor 2:

## Needs/NOFA Priorities

This factor addresses the extent to which there is a *need for funding* and the *degree to which the Applicant's work plan substantively addresses certain NOFA priorities*.

- RF2 = Up to a maximum of **14 points** may be awarded.
  - ✓ RF 2, Sub-section 1 "NEEDS" = 10 points
  - ✓ RF 2, Sub-section 2 "NOFA PRIORITIES" = 4 points
- Addresses the specific topics identified in this Rating Factor.
- Narratives must address specific NOFA priorities as listed in RF2 in order to earn points.
- A narrative describing the *general need for housing counseling services* is not required nor will be awarded points.

# Rating Factor 2: Needs/NOFA Priorities

Sub-factor 1 (a) Rural Communities &

(b) Geographically Isolated Counseling Agencies:

Complete Chart A1 or Chart A2 (Columns T, U, and V)

Sub-factor 1 ( c ) Identifying Impediments to Fair Housing Choice:

Complete Chart F, Column C

Sub-factor 1 (d): Persons with Disabilities and Limited English Proficiency:

Provide a brief narrative response

# Rating Factor 2: Needs/NOFA Priorities

Chart  
A

Rating Factor 2		
T	U	V
Serves Rural Community	Serving Area with No Internet Access	Physically Located in Geographically Isolated Agency

Serves Rural Community	T	Rating Factor 2
Serving Area with No Internet Access	U	
Physically Located in Geographically Isolated Agency	V	

Chart F

<b>Applicant Name:</b>		
<b>Instructions:</b> <b>Columns A - E:</b> All Applicants must complete Columns A through E of the chart below to demonstrate how the Applicant uses Housing Counseling grant funds.		
Rating Factor 2, Sub-Factor 1(c)		
(A)	(B)	(C)
Jurisdiction/ Service Area	Brief description of impediments to fair housing choice in the jurisdiction/service area identified in Column A	Information Source for Impediments identified in Column B (e.g. applicable state or local Consolidated Plan and Analysis of Impediments to Fair Housing Choice)

# Rating Factor 2: Sub-factor 1: Needs

- 10 points maximum
- **Chart A1 or Chart A2:** Indicate the following about the area(s) to be served by putting an “X” for Yes
  - ✓ **Column T:** Serves Rural Communities
  - ✓ **Column U:** Agency serves a Rural Area that lacks internet access
  - ✓ **Column V:** Geographically isolated housing counseling agency

# Rating Factor 2: Sub-factor 1: Needs

(Continued)

- **Chart F: *Impediments to Fair Housing Choice (RF2, 1 (c))***
  - ✓ Complete Column B: Brief descriptions of the impediments for each jurisdiction or service area
  - ✓ Complete Column C: Identify the applicable state or local Consolidated Plan and Analysis of Impediments to Fair Housing Choice or other information sources on impediments
  - ✓ *Persons with Disabilities and Limited English Proficiency (LEP) (RF2, 1 (d))* briefly describe how meaningful program access will be provided

# Rating Factor 2: Sub-factor 2: NOFA Priorities

- 4 points maximum
  - ✓ Applicant may address as many priorities as they want ***but will only receive the maximum of 4 points***
  - ✓ Up to 2 points for each priority
  - ✓ Each of the priorities consists of multiple parts each worth up to one (1) point

# Rating Factor 2: Sub-factor 2:

## NOFA Priorities (Continued)

- Narrative (limited to 500 words per NOFA Priority)
  - ✓ Describe how the agency's housing counseling work plan substantially addresses a NOFA priority.
  - ✓ Applicants that are Intermediaries, SHFAs, or MSOs that manage a network of sub-grantees or branches must specifically state that 1/3 or more of their affiliates, sub-grantees, and/or branches meet the relevant criteria, and must provide at least 3 specific examples.

# Rating Factor 2: Sub-factor 2:

## NOFA Priorities (Continued)

- (a) Affirmatively Furthering Fair Housing (2 pts)
  - Staff Training: (1 pt)
  - Mobility Counseling: (1 pt)
- (b) Capacity to Provide Technical Assistance in Civil Rights and Fair Housing Law: (1 pt)
  - Partnerships with Fair Housing and Community-based Organizations: (1 pt)

# Rating Factor 2: Sub-factor 2:

## NOFA Priorities (Continued)

(c) Increase Energy Efficiency and the Health and Safety of Homes: (2 pts max. for this priority overall)

- 1 point is earned- if criterion A or criterion B, or both are met

A- “Improve Residents’ Home Health and Safety (1 pt.)

B- “Green Building or Renewable Energy”(1 pt. if either B.1 or B.2 if fulfilled)

1. Green Building Standards
2. Renewable Energy

# Rating Factor 2: Sub-factor 2:

## NOFA Priorities (Continued)

- Review the full descriptions of the NOFA Priorities found in the General Section (Appendix A). For this program section they are:
  - ✓ Affirmatively Furthering Fair Housing (AFFH)
  - ✓ Increased Energy Efficiency and the Health and Safety of Homes

# Rating Factor 3

Jamie Spakow

Presenter

# Rating Factor 3: Soundness of Approach/ Scope of Housing Counseling Services

- 39 points maximum
- The quality and effectiveness of Applicant's past and proposed housing counseling activities
- Evaluate past impact of services, complexity of projected work plan and degree of coordination with other organizations, programs, and HUD programs
- Refer back to the NOFA to find Charts A, B, C, E, F, and G related to this factor

# Rating Factor 3: Sub-factor 1: Past Performance-Impact

- 22 points maximum
- For the period October 1, 2013 through September 30, 2014
- 1(a) Impact: HUD 9902 will be used
- 1(b) Budget: program budget that corresponds to the HUD 9902 for FY14

# Chart E-Budget Rating Factor 3 (1B)

## Housing Counseling Budget 10/1/13-9/30/14

CHART E.1. Intermediaries, SHFAs and MSOs			
1	Applicant Name:		
2	FY 2014 Grant Period Applicant's Total Budget, All Sources of Funding		
3	FY 2014 Grant Period HUD Housing Counseling Grant Fund Amount		
4	FY 2014 Grant Period Percentage of HUD Funds Sub-allocated to Sub-grantees and Branches		
5	(A)	(B)	(C)
6	Expenses	Applicant's Total Administrative Budget, All Sources (Do Not Include Funds Sub-allocated to Sub-grantees/ Branches)	Total Budget of all Sub-Grantees/ Branches, All Sources (Include Main Office that Provides Direct Counseling)
7	Salaries		
8	Housing Counselors		
9	Housing Counseling Program Managers		
10	All Other Housing Counseling Program Staff		
11	Fringe Benefits		
12	Housing Counselors		
13	Housing Counseling Program Managers		
14	All Other Housing Counseling Program Staff		
15	Total Other Direct Costs		
16	Other (Must Provide Explanation of Other Expenses in Narrative)		
17	Total Direct Costs	\$ -	\$ -
18	Indirect Cost Allocation Amount (if applicable)		
19	TOTAL BUDGET	\$ -	\$ -

# Chart E-Budget Rating Factor 3 (1B)

## Housing Counseling Budget 10/1/13-9/30/14

CHART E.2. LHCA's		
1	Applicant Name:	
2	(A)	(B)
3	Expenses	Applicant's Total Budget, All Sources
4	Salaries	
5	Housing Counselors	
6	Housing Counseling Program Managers	
7	All Other Housing Counseling Program Staff	
8	Fringe Benefits	
9	Housing Counselors	
10	Housing Counseling Program Managers	
11	All Other Housing Counseling Program Staff	
12	Total Other Direct Costs	
13	Other (Must Provide Explanation of Other Expenses in Narrative)	
14	Total Direct Costs	\$ -
15	Indirect Cost Allocation Amount (if applicable)	
16	TOTAL BUDGET	\$ -

# Rating Factor 3: Sub-factor 1:

## Past Performance (continued)

- 1(c) Oversight Activities: provide brief narrative describing oversight and quality control activities actually performed as part of FY 2014 work plan (not proposed activities)
- If applicable for Intermediaries, MSOs, and SHFAs, explain how sub-grantees, that are not HUD approved met, or exceed HUD housing counseling program requirements
- Complete Chart G1 or G2, as applicable

# Rating Factor 3: Sub-factor 2:

## Projected Performance – Work Plan

- 12 points maximum
- Proposed housing counseling services and other activities that will be performed from October 1, 2014 through March 31, 2016
- Higher scores for
  - ✓ Greatest variety of services and delivery modes
  - ✓ Comprehensive plans for oversight activities
  - ✓ Affirmatively further fair housing

# Rating Factor 3: Sub-factor 2: Projected Performance – Work Plan

(Continued)

- 2(a): Counseling and Education Services – the reach and complexity of proposed services
  - ✓ Chart A2: Column W: % of award to be sub-allocated (N/A to LHCA's on Chart A1)
  - ✓ Chart B: Services and Modes
    - Complete for each service listed

## Chart A2-Intermediary Characteristics

### Column W

**CHART A.2. -- INTERMEDIARY, SHFA OR MSO CHARACTERISTICS**  
**RATING FACTORS 1, 2, 3 AND 5**

[illegible]

# Chart B – Services and Modes

## Rating Factor 3(2A)

**Applicant Name:**

**NOTE:** Below is a completed example of Chart B. Complete the blank Chart on Page 2. Applicants proposing to fund sub-grantees and/or funded branches must indicate the number of proposed sub-grantees and branches which will provide the proposed services. *\*Funded branches include funded branches of sub-grantees.*

A	B	C	D	E	F	G	H	I	J	K	L	M
<div>EXAMPLE</div> <div>EXAMPLE: Housing Counseling Service</div>	Indicate on One Counseling Service Provided by Applicant	# of Sub-grantees and/or * Funded Branches that Will Provide One Counseling Service	Indicate on One Counseling Service Provided by Applicant	# of Sub-grantees and/or * Funded Branches that Will Provide Group Education	Service Will be Provided In Person	# of Sub-grantees and/or * Funded Branches that Will Provide Service In Person	Service Will be Provided Via Telephone	# of Sub-grantees and/or * Funded Branches that Will Provide Service Over the Telephone	Service will be provided Over the Internet?	# of Sub-grantees and/or * Funded Branches that Will Provide Service Over the Internet	Service Will Be Available in Multiple Languages?	# of Sub-grantees and/or * Funded Branches that Will Provide Services Available in Multiple Languages
Pre-purchase/Home buying	x	5	x	4	x	5			x	2		
Resolving/Preventing Mortgage Delinquency or Default	x	5			x	5	x	5			x	2
Non-Delinquency Post-Purchase												
Rental												
Shelter/Services for the Homeless												
Reverse Mortgage												
TOTAL	2	10	1	4	2	10	1	5	1	2	1	2

# Rating Factor 3: Sub-factor 2:

## Projected Performance – Work Plan

(Continued)

- 2(b): Oversight Activities
  - ✓ Provide brief narrative describing oversight and quality control activities
  - ✓ Intermediaries, MSOs and SHFAs must complete Chart G1 to describe network management activities that will be performed as part of the proposed work plan
  - ✓ LHCAs must complete Chart G2 to describe process through which they will request and justify disbursements under the grant

**CHART G -- OVERSIGHT ACTIVITIES**  
**RATING FACTOR 3 SUB-FACTORS 1 (c) and 2 (b)**

<b>Applicant Name:</b>					
<b>CHART G.1: INTERMEDIARIES, MSOs AND SFHAs ONLY</b>					
<p>For <b>Rating Factor 3, Sub-factor 1(c)</b>, in addition to providing a narrative describing network management activities performed as part of the actual FY 2014 work plan, Intermediaries, MSOs and SFHAs must complete Chart G.1, by placing an <b>X</b> in <b>Column B</b> and the <b>number</b> of sub-grantees/ branches in which oversight and quality control activities were performed as part of the actual FY 2014 work plan in <b>Column C</b>.</p>					
<p>For <b>Rating Factor 3, Sub-factor 2(b)</b>, in addition to providing a narrative describing network management activities that will be performed as part of the proposed FY 2015 work plan, Intermediaries, MSOs and SFHAs must complete Chart G.1, by placing an <b>X</b> in <b>Column D</b> and the <b>number</b> of sub-grantees/ branches in which oversight and quality control activities that will be performed as part of the proposed FY 2015 work plan in <b>Column E</b>.</p>					
A		Rating Factor 3, Sub-factor 1 (c)		Rating Factor 3, Sub-factor 2 (b)	
		B	C	D	E
Type of Oversight		Actual FY 2014 Work Plan Conducted Oversight Activities	Number of Sub- grantees/ Branches Oversight was Performed for FY 2014	FY 2015 Proposed Oversight Activities	Proposed Number of Sub-grantees/ Branches Oversight will be Performed for FY 2015
i.	Train and provide technical assistance to sub-grantees/ branches.				
ii.	Monitoring, evaluating and ensuring quality of services provided by sub-grantees/ branches including:				
	Verifying sub-grantees that are not HUD-approved and branches meet or exceed HUD's approval standards.				
	Monitoring the grant funded work of sub-grantees/ branches on an ongoing basis throughout the grant year.				
	Identifying and rectifying service delivery deficiencies and non-compliance issues in its network.				
iii.	Process sub-grantees' and branches' disbursements under the grant including:				

**CHART G -- OVERSIGHT ACTIVITIES**  
**RATING FACTOR 3 SUB-FACTORS 1 (c) and 2 (b)**

**Applicant Name:**

**CHART G.2: LHCA's ONLY**

For **Rating Factor 3, Sub-factor 1(c)**, in addition to providing a narrative describing the process through which the applicant requested and justified disbursements under the grant, LHCA's must complete Chart G.2, by placing an **X** in **Column B** for the actual oversight activities conducted during FY 2014.

For **Rating Factor 3, Sub-factor 2(b)**, in addition to providing a narrative describing the process through which the applicant will request and justify disbursements under the grant, LHCA's must complete Chart G.2, by placing an **X** in **Column C** for oversight and quality control activities that will be performed as part of the proposed FY 2015.

A		Rating Factor 3, Sub-factor 1 (c)	Rating Factor 3, Sub-factor 2 (b)
		B	C
Type of Oversight		Actual FY 2014 Work Plan Conducted Oversight Activities	FY 2015 Proposed Oversight Activities
i.	Maintaining disbursement supporting documentation, including personnel activity reports.		
ii.	Recording how disbursement decisions are made.		
iii.	Conducting Quality Control of disbursement process.		
iv.	Identifying and rectifying service delinquencies and noncompliance issues.		
v.	Other (Applicant must list other activities to receive credit)		

# Rating Factor 3: Sub-factor 2:

## Projected Performance – Work Plan

(Continued)

- 2(c): Affirmatively Furthering Fair Housing

Chart F: Columns D and E:

- ✓ at least one activity that addresses an impediment to fair housing choice in Applicant's service area
- ✓ in at least three of its sub-grantees' distinct service areas if applicable
- ✓ how outcomes to the proposed activity/activities will be measured

# Chart F – Affirmatively Furthering Fair Housing Rating Factor 3

**Applicant Name:**

**Instructions:**

**Columns A - E:** All Applicants must complete Columns A through E of the chart below to demonstrate how the Applicant will fulfill its obligation to affirmatively further fair housing in the use of Housing Counseling grant funds.

Rating Factor 2, Sub-Factor 1(c)			Rating Factor 3, Sub-Factor 2(c)	
(A)	(B)	(C)	(D)	(E)
Jurisdiction/ Service Area	of impediments to fair housing choice in the jurisdiction/service area identified	Source for Impediments identified in Column B (e.g. applicable state or	of an activity that addresses an impediment to fair housing choice identified	of how Applicant will measure outcomes related to the activity proposed in

# Rating Factor 3: Sub-Factor 3

## Coordination

- 5 points maximum
- 3(a): Housing Counseling-related partnerships/ collaboratives: Applicants will be rewarded for active participation
  - ✓ Chart A1/A2: Column X: name of partnership/collaborative
- 3(b): Complementing Other HUD Programs
  - ✓ Chart C: Indicate the HUD programs for which the Applicant provided Housing Counseling services from October 1, 2013 through September 30, 2014

**CHART C -- OTHER HUD PROGRAMS  
RATING FACTOR 3 (3B)**

**Applicant Name:**

**NOTE:** Applicants proposing to fund sub-grantees and/or branches must indicate the number of proposed sub-grantees and branches (Column D below) which will provide housing counseling services in conjunction with other HUD programs that are marked in Column C below.

	<b>B</b>	<b>C</b>	<b>D</b>
<b>HUD Program</b>	<b>Administering Office</b>	<b>Enter an "X" if Applicant Provides Housing Counseling Services in Conjunction with HUD Programs</b>	<b>For Intermediaries, SHFAs and MSOs Number of Sub-grantees and/or Branches That Provide Service(s) in Conjunction with HUD Programs</b>
Second Mortgage Assistance for First-Time Homebuyers	Community Planning and Development		
Rural Housing Stability Grant Program	Community Planning and Development		
Public Housing Operating Fund	Public and Indian Housing		
Section 8 Tenant-Based Rental Assistance Homeownership Option	Public and Indian Housing		
Demolition and Disposition of Public Housing	Public and Indian Housing		
Family Self-Sufficiency	Public and Indian Housing		
Public Housing Resident Homeownership Programs	Public and Indian Housing		
Conversion of Distressed Public Housing to Tenant-Based Assistance	Public and Indian Housing		
Low Income Housing Preservation and Resident Homeownership Act Prepayment Options	Public and Indian Housing		
Native American Housing Assistance Self Determination Act Housing Block Grants	Public and Indian Housing		
Native Hawaiian Housing Block Grants	Public and Indian Housing		
Section 8 Rental Assistance	Public and Indian Housing		
HUD-Sponsored Housing Counseling-Related Research or Pilot Program: Must specify			
Other: Must specify			
<b>TOTAL</b>		<b>0</b>	<b>0</b>

# Rating Factor 4

## Connie Barton

### Presenter

# Rating Factor 4: Chart D Leveraging

	A	B	C	D	E			F	G
	Applicant/ Sub-grantee/ Branch	Names of Applicant, Sub- grantees/Branch Offices Proposed to be Funded	Organization Providing Leveraged Funds/In-kind Contributions and Point of Contact	Type of Contribution (Cash, Fees, In-kind, Program Income)	Funds Must be Available During the Grant Period			Use of Funds -- Only Include Funds that are Exclusively Allocated for Housing Counseling Program	Only Include the Amount Funds that are Available from October 1, 2014 to March 31, 2016
1	Applicant	Example: ABC Intermediary	ABC Intermediary	Program Income	10/01/14	--	3/31/2016	Foreclosure Prevention Counseling	\$100,000.00
2	Sub-grantee	Housing Affiliate	Jane Dough Foundation/ John Dough (719) 222-3232	Cash	10/01/14	--	3/31/2016	Foreclosure Prevention Counseling	\$10,000.00
3	Sub-grantee	Housing Affiliate	Chase Bank Foundation/ Sally Clams (719) 224-7676	Cash	10/01/14	--	3/31/2016	Pre-purchase Counseling	\$7,500.00
4	Sub-grantee	Housing Resources	City of Siever/ Pat Culver (719) 236-4565	Cash	10/01/14	--	3/31/2016	Pre-purchase Counseling	\$12,000.00
5	Sub-grantee	Housing Resources	ABC Legal Services/Suzy Council (719) 236-4444	In-kind	10/01/14	--	3/31/2016	Foreclosure Prevention Counseling	\$5,000.00
6					10/01/14	--	3/31/2016		
7					10/01/14	--	3/31/2016		
8					10/01/14	--	3/31/2016		
9					10/01/14	--	3/31/2016		
10					10/01/14	--	3/31/2016		
11					10/01/14	--	3/31/2016		
12					10/01/14	--	3/31/2016		
TOTAL									\$134,500.00

# Rating Factor 4: Leveraging Resources

- 4 points
  - ✓ Points will be awarded based on amount of leveraged funds
- Additional non-Federal funds include grants, fees, in-kind contributions
  - ✓ Attorneys General Mortgage Settlement funds can be included
- Fee income can be included
- Do not include funds from federal sources
- Available from October 1, 2014 through March 31, 2016
- Evidence of the funds must be maintained

# Acceptable Funding/Leveraged Resources (Non-Federal)

- Direct financial assistance (grants)
- Fees
- In-Kind contribution (services, equipment office space and labor support housing counseling activities)
- National Mortgage Settlement

# Not Acceptable/Funding Leveraged Resources (Federal)

- Leveraging resources cannot be federal funds, which are directly or indirectly passed through local governments.

## Examples:

- ✓ National Foreclosure Mitigation Counseling Program Funds (NFMC)
- ✓ Hardest Hit Funds (HHF)
- ✓ Community Development Block Grants (CDBG)
- ✓ Community Services Block Grants (CSBG)
- ✓ Emergency Homeowner Loan Program (EHLPP)
- ✓ Fair Housing Initiatives Program (FHIP)
- ✓ Home Investment Partnerships program (HOME)

# Rating Factor 4: Leveraging Resources

(Continued)

- Chart D: Leveraging - All columns must be completed
- Provide an itemized list of all leveraged funds for the applicant and proposed sub-grantees for FY 2015 grant period (October 1, 2014 through March 31, 2016)
  - ✓ **Column A:** Applicant/Sub-grantee/Branch
  - ✓ **Column B:** Applicant/Sub-Grantee/Branch
  - ✓ **Column C:** Organization providing funding

# Rating Factor 4: Leveraging Resources

## (Continued)

- ✓ **Column D:** Type of contribution
- ✓ **Column E:** Timeframe funds should be available
- ✓ **Column F:** Use of funds - only include funds used for housing counseling program
- ✓ **Column G:** Amount of funds

# Rating Factor 4: Leveraging Resources

## (Continued)

- Include only funds that will be available during the grant period October 1, 2014 through March 31, 2016
- If funding is available outside of the FY 2015 grant period, funds must be pro-rated
- **Example 1**: If funds are available from January 2014 through December 2014, include only 3 months (October 1 through December 31, 2014) of funding (e.g. only \$25,000 of \$100,000 grant should be entered on Chart D)

# Rating Factor 4: Leveraging Resources

## (Continued)

- **Example 2:** Funds are available for two years, the total amount of funds must be pro-rated (e.g., \$100,000 leverage available July 1, 2013 through June 30, 2015, only \$37,500 should be entered on Chart D for the months of October 1, 2014 through June 30, 2015)
- Program Income and/or fees must be entered on SF424

# SF-424: Program Income

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	* b. Program/Project
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date:	* b. End Date:
18. Estimated Funding (\$):	
* a. Federal	1.00
* e. Other	
* f. Program Income	50,000.00
* g. TOTAL	50,001.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	

Enter total of Program Income and/or Fees that are listed on Chart D. Leveraging here (f. Program Income)



# **Rating Factor 5 and Final Overview**

**John Olmstead**  
**Presenter**

# Chart A: Rating Factor 5: Sub-factor 1: Components of Evaluation (6 points)

Chart A1/A2

Rating Factor 5									
Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
Uses Reviews by Senior Management Staff with Results Reported to									
Publishes Performance Data									
Link to Published Performance Data, if Available Online									
Name of CMS									
Uses CMS to Generate Reports									
Use CMS to Record Notes, Action Plan, Financial Analysis and Follow-up									
Uses CMS to Track Grants									
Performs Quality Control Review of CMS Data									
Pulled Credit Reports 6 or More Months after Counseling was Completed									
Uses Other Methods of Evaluating Program Services									

# Rating Factor 5: Achieving Results and Program Evaluation

- 10 points available for all of Factor 5
- To ensure that Applicants meet the commitments made in the application
- Applicants must indicate how they evaluate program success.
- Applicants who use a variety of methods to evaluate performance will get higher points

# Rating Factor 5: Sub-factor 1:

## Components of Evaluation

- 6 points maximum
- Complete Chart A1/A2: Columns Y through AH list components of evaluation
- If the answer to AH: Other Methods of Evaluation is yes (x), the Applicant must list or briefly describe the other methods to be used
  - ✓ Intermediaries, State Housing Finance Agencies and Multi State Organizations must list at least 3 examples

# Rating Factor 5: Sub-factor 2: Transition or Succession Plan

- 2 points maximum
- Applicants must provide a plan to ensure continuity for services in the event that the applicant becomes ineligible, including its sub-grantees or branches, discontinues housing counseling services, becomes ineligible or does not receive continued funding from HUD or other sources

# **Rating Factor 5: Sub-factor 3: Participation in HUD-Sponsored Research or Pilot Program**

- 2 points maximum
- Applicants that participate in housing counseling-related research or pilot programs
- Do not include any research pilot programs which are fully compensated by HUD

# Finding the application And Submitting

[www.grants.gov](http://www.grants.gov)



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## Find Grants

SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.

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## Find Open Grant Opportunities

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- The FY 2015 Supplemental NOFA can be found at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/grants/fundsavail](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail) and at [www.grants.gov](http://www.grants.gov)
- Be sure to read both documents
  - ✓ The FY 2014 General Section has important information on the submission process and other details.
  - ✓ The Program Section gives specific information on the application

- Go to <http://www.grants.gov/view-opportunity.html?oppld=275634> to download the application itself
- ✓ Funding Opportunity Number FR-5800-N-33  
Catalog of Federal Domestic Assistance  
#14.169 Housing Counseling Assistance  
Program

# First – Be sure to check your registration with SAM

- Before you start your application, make sure that the SAM registration for your agency is current.
- If not your application will be rejected.
- Verify that you have access to your record and that the registration will not expire before the application deadline.
- Make sure that the agency is authorized to SUBMIT, not just registered to submit
- Verify that you know the user name and password.
- Have more than one person authorized to the submit the application

- There have been some changes in the process so carefully read the registration information on [www.grants.gov](http://www.grants.gov)
  - ✓ <http://www.grants.gov/web/grants/applicants/organization-registration.html> for the helpful registration checklist
- Also go to [www.sam.gov](http://www.sam.gov) for information and registration



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HELP

## CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

## REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

Submitted a SAM registration?

[Check Status](#)

## SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

## VIEW GRANT OPPORTUNITY



FR-5800-N-33

Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2015 Supplemental Comprehensive Housing Counseling Grant Program

Department of Housing and Urban Development

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**SYNOPSIS DETAILS**

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The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 4/2/2015. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

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FR-5800-N-33

Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2015 Supplemental Comprehensive Housing Counseling Grant Program  
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Document	Description	File Type
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<a href="#">Full Announcement</a>	FR-5800-N-33 Supplemental Comprehensive Housing Counseling	PDF

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**FR-5800-N-33**

**Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2015 Supplemental Comprehensive Housing Counseling Grant Program**  
Department of Housing and Urban Development

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### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.



**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Competition ID	Competition Title	Open Date	Close Date	Actions
14.169	FR-5800-N-33	Notice of Funding Availability (NOFA) for the Department's Fiscal Year 2015 Supplemental Comprehensive Housing Counseling Grant Program	04/02/2015	05/07/2015	<a href="#">Select Application Package to Download</a>

- You will submit the applications at [www.grants.gov](http://www.grants.gov)
- The application is due on May 7, 2015
  - Must be received by Grants.gov by 11:59:59 pm Eastern Standard Time on May 7, 2015
  - Submit the application 2-3 days in advance of deadline to ensure that [www.grants.gov](http://www.grants.gov) has accepted it
  - Watch email often to make sure application was validated or rejected (AND save those emails!)
    - ✓ Make sure that [www.grants.gov](http://www.grants.gov) has a valid email for you

- Instructions for downloading, completing, submitting, and tracking grant application packages are available at [www.grants.gov](http://www.grants.gov)
- To know whether your application was rejected with errors and the reason(s) why, you must:
  - ✓ Login to [www.grants.gov](http://www.grants.gov), select “Applicants” from the top navigation, and select “Track my application” from dropdown list
  - ✓ If the status is “rejected with errors,” you have the option to correct the error(s) and resubmit your application before the Grace Period ends
  - ✓ If your application was “rejected with errors” and you do not correct these errors before the grace period ends, HUD will not review your application
  - ✓ If your status is “validated” your application will be forwarded to HUD by [www.grants.gov](http://www.grants.gov)

# Submission Information

- The General Section provides critical details on the format and submission process. Read section IV: APPLICATION AND SUBMISSION INFORMATION.
- Your submission must use WORD 2010 (or earlier), EXCEL 2010 (or earlier) and Adobe (.pdf) that is compatible with Adobe Reader 9.4
  - Grants.gov recommends Adobe Reader 10.1.4 or 11.0.10
- Narrative Portions of response to Rating Factors must not exceed 25 double-spaced, 12 point font, single sided pages.
- The pages must be numbered with a header indicating the applicant name and Rating Factor (number and title).
- File names cannot be longer than 50 characters and cannot contain any special characters

# For Assistance

- Direct your questions to [housing.counseling@hud.gov](mailto:housing.counseling@hud.gov) or your agency's POC. They can answer "general" questions about the NOFA, but not specific questions that may or may not create a competitive advantage.
- Contact [www.grants.gov](http://www.grants.gov) regarding issues/problems with technology

# For Help

- Technical Assistance/Customer Services for [grants.gov](http://grants.gov)
  - ✓ 1-800-518-4726
  - ✓ [support@grants.gov](mailto:support@grants.gov)
  - ✓ Available 24/7
- Be sure to keep copies of any emails that you send to grants.gov regarding submission problems.
  - ✓ If you need to appeal a late submission, those communications are critical to support your appeal

# Tips for Success

- Read the General Section and the NOFA. Very carefully follow all of the instructions
  - ✓ Use the correct software and file names
- Understand the charts, how to fill them out, and how to submit them
- Answer all of the questions. DO NOT provide information that was not requested
- Make sure all the pages are numbered and named
- DO NOT ask for a specific grant amount or provide a budget for FY 2015
- SUBMIT EARLY and watch for emails accepting or rejecting your application

- We look forward to working with all successful applicants to provide outstanding housing counseling services
- PowerPoint and broadcast will be posted to the OHC website the day after the presentation

# For More Information

Office of Housing Counseling web page:  
[www.hud.gov/housingcounseling](http://www.hud.gov/housingcounseling)

Email questions or comments with subject line  
“Supplemental NOFA 2015”:  
[housing.counseling@hud.gov](mailto:housing.counseling@hud.gov)